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-2023

ONTARIO DEVELOPMENT CORPORATION

Government
Publications

YOUTH VENTURES


GUIDELINES AND APPLICATION
TO OBTAIN A LOAN OF UP TO

\$7,500

TO START UP YOUR OWN

**YEAR-ROUND
BUSINESS**

AND
BE YOUR OWN
BOSS



**YOUTH VENTURES LOANS
ARE PROVIDED FOR YOUNG
ENTREPRENEURS BY THE
MINISTRY OF ECONOMIC
DEVELOPMENT AND TRADE
IN PARTNERSHIP WITH THE
ROYAL BANK OF CANADA,
LA FÉDÉRATION DES CAISSES
POPULAIRES DE L'ONTARIO,
THE ONTARIO CHAMBERS OF
COMMERCE AND
PARTICIPATING LOCAL
CHAMBERS OF COMMERCE/
BOARDS OF TRADE.**

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IT
- 2023

NEW VENTURES AND YOUTH VENTURE Training for Loan Applicants

To help you get your business off to a *RUNNING START*

If you are about to apply for a New Ventures loan (up to \$15,000) or a Youth Venture loan (up to \$7,500), you will be required to participate in a 10-hour small business training program prior to submitting your loan application to the bank.

Running Start is designed to assist entrepreneurs to start their new businesses. You must take this training program before you meet with your banker to discuss your loan application. You can choose to attend this course at any of the colleges listed. Although attendance at this course is mandatory, completion of it **does not guarantee approval of your loan application.** However, if your New Ventures or Youth Venture loan is approved, you will be entitled to include course fees in your business plan as part of your start-up costs.

COLLEGE	TELEPHONE #
Algonquin College, Ottawa	(613) 727-4723 Ext. 5199 (Info) (613) 727-9565 (Registration)
Cambrian College, Sudbury	(705) 670-2112
Canadore College, North Bay	(705) 474-7600 Ext. 6555
La Cité Collégiale, Ottawa	(613) 786-2300
Centennial College, Scarborough	(416) 694-3241 Ext. 2608
Conestoga College, Kitchener	(519) 748-3516 (Info) (519) 748-3550 (Registration)
Confederation College, Thunder Bay	(807) 475-6392
Durham College, Oshawa	(905) 721-3340 (Info) (905) 721-3000 (Registration)
Fanshawe College, London	(519) 452-4425
Georgian College, Barrie	(705) 722-1544
Humber College, Toronto	(416) 675-6622 Ext. 3358
Mohawk College, Hamilton	(905) 575-2185
Niagara College, Welland	(905) 684-4315 Ext. 2435
St. Clair College, Windsor	(519) 945-4025
St. Lawrence College, Brockville	(613) 544-5532 Ext. 1663

Building your small business skills will improve your chances of getting your business off to a *Running Start*.

THE COURSE INCLUDES:

- ◆ turning your business idea into a business opportunity;
- ◆ practical information and tips on completing the New Ventures and Youth Venture applications;
- ◆ advice and suggestions on minimizing the risks;
- ◆ strategies for working with your banker;
- ◆ financial advice on record-keeping and cash-flow management;
- ◆ strategies for effective marketing and personal selling;
- ◆ business case studies.

THE COURSE:

(You must attend both sessions)

One evening

Module I

Are you an entrepreneur? Commitment is a key factor - Risk-taking - The Business Plan - Business Structures - Legal contracts and agreements - Completing a New Ventures or Youth Venture application

One complete day

Module II Small Business
Recordkeeping & Financing

Module III Marketing & Selling
Strategies

Following successful completion of the program, a Letter of Completion of *Running Start* will be provided to you. This letter must accompany your New Ventures or Youth Venture loan application.

We welcome and value your feedback. As part of this program, you may be asked to complete a brief evaluation form on completion of the program.

HOW TO REGISTER

Pre-registration is required as training groups are limited.

To register, call the college of your choice at the number listed over. Registrations will be accepted on a first-come, first-served basis. If your first choice is not available, an alternative date will be offered to you. The cost of the course is \$75, including GST and all materials.

Your cheque, made payable to the college at which you will attend the session, must accompany your Registration Form.

Payment must be received no later than 48 hours prior to the date of course attendance.

FEES ARE NOT REFUNDABLE

Applicants who have completed the Jobs Ontario Self-Employment Training or the Self-Employment Assistance Program are not required to complete the *Running Start* program.

If the community colleges listed over are not easily accessible to you, please contact the Ministry at (416) 326-5828.

For general information on the New Ventures or Youth Venture Programs, contact the Ontario Development Corporation at (416) 279-1142. For additional information regarding the *Running Start* training program, contact Target Markets at the Ministry of Economic Development and Trade at (416) 326-5828

VOICI LES POINTS COUVERTS PAR CE COURS :

- ◆ comment transformer une idée en une entreprise concrète;
- ◆ renseignements pratiques et trucs pour remplir les formulaires de demandes des programmes Jeunes entrepreneurs et Nouvelles entreprises;
- ◆ conseils et suggestions pour minimiser les risques;
- ◆ stratégies pour travailler avec le ou la responsable de la banque;
- ◆ conseils financiers sur la tenue de registres et la gestion des mouvements de trésorerie;
- ◆ stratégies de marketing efficaces et de mise en valeur de l'entreprise;
- ◆ analyses de rentabilisation.

PLAN DE COURS :

(Vous devez suivre les deux séances)

Une soirée

Module I

Avez-vous le sens de l'entrepreneuriat? L'engagement est un élément-clé - La prise de risques - Le plan d'entreprise - La structure de l'entreprise - Contrats juridiques et ententes - Comment remplir une demande dans le cadre du programme Jeunes entrepreneurs ou du programme Nouvelles entreprises

Une journée entière

Module II

Petites entreprises

Tenue de registres et financement

Module III

Stratégies de marketing et de vente

Si vous terminez avec succès le cours, les responsables du programme *Bon départ* vous fourniront une attestation que vous devez joindre à votre demande de prêt présentée dans le cadre du programme Jeunes entrepreneurs ou du programme Nouvelles entreprises.

Vos commentaires sont importants pour nous. À la fin du programme de formation, on vous demandera de remplir un court formulaire d'évaluation.

COMMENT VOUS INSCRIRE

On exige une préinscription car les groupes de formation sont limités.

Pour vous inscrire, téléphonez au collège de votre choix au numéro indiqué sur la liste. Les inscriptions seront acceptées selon l'ordre dans lequel elles auront été reçues. Si votre premier choix n'est pas disponible, on vous proposera une autre date. Les frais d'inscription de 75 \$ comprennent la TPS et le coût du matériel.

Vous devez joindre à votre formulaire d'inscription un chèque libellé à l'ordre du collège où vous suivrez le cours.

Les paiements doivent être reçus au plus tard 48 heures avant le début du cours.

LES FRAIS NE SONT PAS REMBOURSABLES

Les personnes qui ont participé à la formation destinée aux travailleurs indépendants dans le cadre du programme boulotOntario ou au Programme d'aide au travail indépendant n'ont pas besoin de participer au programme *Bon départ*.

Si vous ne pouvez pas vous rendre facilement à l'un des collèges communautaires figurant sur la liste, veuillez communiquer avec un ou une responsable du ministère au (416) 326-5822.

Pour obtenir des renseignements généraux sur le programme Nouvelles entreprises ou le programme Jeunes entrepreneurs, communiquez avec la Société de développement de l'Ontario au (416) 279-1142. Pour des renseignements supplémentaires au sujet du programme de formation *Bon départ*, du ministère du Développement économique et du Commerce au (416) 326-5822.

NOUVELLES ENTREPRISES ET JEUNES ENTREPRENEURS

Formation pour les personnes demandant un prêt dans le cadre des programmes Jeunes entrepreneurs et Nouvelles entreprises

Comment vous assurer que votre entreprise prenne un BON DÉPART

Si vous avez l'intention de faire une demande de prêt dans le cadre du programme Nouvelles entreprises (jusqu'à 15 000 \$) ou du programme Jeunes entrepreneurs (jusqu'à 7 500 \$), vous devrez participer à un programme de formation sur les petites entreprises d'une durée de 10 heures, avant de soumettre votre demande de prêt à la banque.

Le programme *Bon départ* est conçu pour aider les entrepreneurs à mettre sur pied leur nouvelle entreprise. Vous devez participer à ce programme de formation avant de rencontrer le ou la responsable de la banque pour discuter de votre demande de prêt. Vous pouvez suivre ce cours à un des collèges mentionnés ci-après. Bien que ce cours soit obligatoire, le fait de le terminer ne garantit pas l'approbation de votre demande de prêt. Cependant, si votre prêt dans le cadre du programme Jeunes entrepreneurs ou du programme Nouvelles entreprises est approuvé, vous aurez le droit d'inclure les frais du cours dans votre plan d'entreprise comme une partie des frais de démarrage.

En développant vos compétences de chef d'une petite entreprise, vous augmenterez vos chances de prendre un *Bon départ*.

COLLEGE	N° DE TÉLÉPHONE
Collège Algonquin, Ottawa	(613) 727-4723 poste 5199 (info.)
Collège Cambrian, Sudbury	(705) 670-2112
Collège Canadore, North Bay	(705) 474-7600 poste 6555
La Cité collégiale, Ottawa	(613) 786-2300
Collège Centennial, Scarborough	(416) 694-3241 poste 2608
Collège Conestoga, Kitchener	(519) 748-3516 (info.)
Collège Confederation, Thunder Bay	(807) 475-6392
Collège Durham, Oshawa	(905) 721-3340 (info.)
Collège Fanshawe, London	(519) 452-4425
Collège Georgian, Barrie	(705) 722-1544
Collège Humber, Toronto	(416) 675-6622 poste 3358
Collège Mohawk, Hamilton	(905) 575-2185
Collège Niagara, Welland	(905) 684-4315 poste 2435
Collège St. Clair, Windsor	(519) 945-4025
Collège St. Lawrence, Brockville	(613) 544-5532 poste 1663



YOUTH VENTURES

Youth Ventures is a personal loan of up to \$7,500 to young entrepreneurs who wish to start their own independent business. The loan is guaranteed by the Province of Ontario.

A floating interest rate of prime, plus one per cent, will be charged to successful candidates. Interest only is payable for the first 12 months; in the thirteenth month principal and interest payments begin and continue for a maximum of 48 months for full repayment of the loan.

Please read carefully. If you have any questions, or are in doubt whether you or the business you wish to start is eligible, please call the Youth Hotline toll free at 1-800-387-0777.

ELIGIBILITY

Applicant

1. To be eligible for the loan you are between the ages of 18-29 and not attending school full-time at the time of application.
2. You must be a Canadian Citizen, or have Landed Immigrant status in Canada, and be a resident of Ontario.
3. If the business is a partnership, *all* partners must be eligible for the loan and therefore meet the criteria stated above. Each partner must complete a separate personal information sheet. Each applicant is responsible for full repayment of the loan. (A partnership agreement must be enclosed with application.)
4. If the business is a corporation, you must be the majority shareholder, 51% or more, and be responsible for the day to day operations of the company.
5. If the business is a Worker Co-op, each Co-op member must be an eligible co-applicant and complete a separate Personal Information section as provided in both the working copy and in the final application. For more information about Worker Co-ops, please call or write:

Cooperative Development Services
Ministry of Finance
555 Yonge Street, 6th floor
Toronto, ON M7A 2H6
Tel.: (416) 326-9350

BUSINESS

1. The business must fall within the generally accepted definitions of an independent business. For example,
 - the owner cannot be directed as to how, when or where the work is to be performed;
 - the majority of sales cannot be derived from one customer only if the survival of the business is affected with the loss of that customer;
 - and tools of the business must be provided by the business owner.
2. The business must be operated in Ontario.
3. Only *new* businesses are eligible for funding under this program. A new business is one that has been registered, incorporated or operating no more than three (3) months prior to the application date. The loan *may not* be used to:
 - finance existing debts;
 - purchase an existing business, or to assume the clients or name of a business which is already operating, or has ceased operation within six months of purchase;
 - purchase the assets of a business and operate a similar business on the same premises as that which failed or ceased operations within six months of purchase;
 - operate an extension of an already existing business (information to prove new business status may be requested).
4. The loan must be used to cover *essential* start-up costs of a new business. The loan may not be used to refinance existing debt, or for the sole purchase of one item, i.e. vehicle.
5. Seasonal businesses are ineligible (i.e. lawn care, snow-ploughing). The business must operate 12 months a year.
6. You and/or your business are eligible for only one Youth Ventures loan in your lifetime.
7. Businesses which have received a Student Venture loan, and meet all other eligibility criteria *may qualify* for program assistance.
8. Individuals/partners who have received funding under New Ventures are *ineligible* for funding under the Youth Ventures Program or vice versa.
9. The following business types are *ineligible* for funding under Youth Ventures:
 - product distribution, multi-level marketing; commissioned sales;
 - professionals such as doctors, lawyers, chiropractors, veterinarians, accountants, engineers, and dentists cannot use the loan to start-up a related business;
 - agricultural ventures;
 - franchises (individuals interested in operating a franchise may contact the Small Business Hotline at 1-800-567-2345 or (416) 963-0050 in Toronto, or your local Business Self-Help Office. See page 3).

HOW TO APPLY

1. To complete the application, review the resource material included to help you research and plan your business. This is a crucial stage in setting up your business.
The better prepared you are before you start, the better your chances are for success.
Small Business Ontario offers several publications, including "Starting a Small Business in Ontario", "How to Prepare a Business Plan", and "Marketing for a Small Business". These books concentrate on what you should do before making important business start-up decisions and list many sources of assistance that are available to you. They may be obtained by visiting any of the Business Self-Help Offices (see page 3).
2. Complete the personal information sheet, written business plan and cashflow forecast of the application. Additional information such as copies of registrations, licences, market research, detailed analysis, or communications strategies, should be attached to the application.
Incomplete business proposals will not be accepted.
3. **Keep the working copy** of your proposal for your records.
4. **Take your completed application to one of the participating branches of the Royal Bank or caisses populaires** in the community where you intend to operate your business. These branches are listed on pages 5 and 6. A personal interview will be scheduled for you with a lending officer who will review your application.
5. Following your interview, the lending officer will provide a decision to you within two weeks, unless additional information is requested.
6. Applicant(s) must attend a mandatory *Running Start* small business start-up seminar. A certificate of attendance (provided upon completion of the seminar) **must accompany your application** form in order for it to be processed. Registration and scheduling information may be obtained at the lending institution or by calling the Ministry of Economic Development and Trade's Target Markets group at (416) 326-5828 or (416) 326-5824.
7. In the case of a Worker Co-op, the applicant(s) must be endorsed by and registered with the Ontario Worker Co-op Federation.

Please note that the minimum number of Youth Ventures loan approvals per Worker Co-op is limited to three (3) or a maximum accumulated loan value of \$22,500. Each Worker Co-op member applying for and receiving a Youth Ventures loan must sign a promissory note and each member is personally responsible for their individual loan.

PROGRAM REGULATIONS

If your Youth Ventures loan is approved, you will be required to meet all program requirements and policies. *It is important that you read the following requirements thoroughly. Failure to follow them may result in immediate recall of the loan.*

1. You will be required to sign a Loan Agreement and Promissory Note (which outlines the terms and conditions of the loan) and open a business account at the Royal Bank or les Caisses and maintain it for the purpose of this loan. **Read your Loan Agreement carefully.**
2. You must begin activity related to the operation of your business within **4 weeks** of receiving your loan. **Your loan will be recalled if you do not begin operations within this time frame.**
3. At the time of loan approval, you must make a minimum cash equity contribution in the business, equal to 20% of the loan amount requested. For example, if you are requesting the full loan amount of \$7,500, a \$1,500 contribution must be made. This contribution must be made in cash. In-kind contributions may be accepted provided invoices and other supporting documents are presented with the application and the invoices cannot be dated more than three months old.
4. You may be required to pay an administration fee if your loan is approved. This amount may be deducted from your loan proceeds by the approving lending institution.
5. Any licenses, permits or insurances which apply to your business must be obtained.
6. A completed Business Review outlining the financial status of your business must be completed at the end of the 2nd and 4th year following approval of the loan. Business Review forms will be provided when your proposal has been approved.
7. Within 6 weeks of obtaining the loan, you must submit the Certificate of Expenditures (Schedule "A") and Schedule of Expenditures (Schedule "B") with original invoices supporting your start-up costs to the Youth Ventures Program Office.
8. You must make monthly payments of *interest only* during the first 12 months of the loan term from the date of the loan disbursement. Thereafter, payments must include *principal plus interest* whereby, the principal is reduced by 25% per year over the next four years.
9. Contravention of the program regulations will result in default on the Youth Ventures loan and collection procedures will be implemented. Loan collection procedures will be initiated by the government's Central Collection Service. Your credit rating will be affected and you will be ineligible for any future Venture Capital loans or grants, and loans under the Ontario Student Assistance Program.

BUSINESS SELF-HELP OFFICES

Business Self-Help Offices, co-sponsored by local government and the Ministry of Economic Development and Trade, provide walk-in resource facilities to help you plan your business. Counselling is also available, free of charge, to help you review your completed business plan.

CENTRAL ONTARIO

Barrie Business Self-Help Office
24 Maple Avenue
Barrie, Ontario L4N 7W4
(705) 734-3889
Fax (705) 739-9385

Brampton Business Self-Help Office
City Hall - 6th Floor
2 Wellington Street West
Brampton, Ontario L6Y 4R2
(905) 874-2650
Fax (905) 874-2670

Huntsville Business Self-Help Office
8 West Street North
Huntsville, Ontario P0A 1K0
(705) 789-6693
Fax (705) 789-6191

Markham Business Self-Help Office
Markham Civic Centre
1010 Town Centre Boulevard
Markham, Ontario L3R 9W3
(905) 475-4890
Fax (905) 475-4708

Mississauga Business Self-Help Office
City Hall
300 City Centre Drive, 3rd Floor
Mississauga, Ontario L5B 3C1
(905) 615-3275
Fax (905) 896-5931

Newcomers Business Self-Help Office
George Brown College
145 Front Street East, Suite 102
Toronto, Ontario M5A 1E3
(416) 867-2370
Fax (416) 867-2371

Queen's Park Business Self-Help Office
Main Floor - Macdonald Block
900 Bay Street
Toronto, Ontario M7A 2E1
(416) 325-6532
Fax (416) 326-5835

City of Scarborough Business Self-Help Office
150 Borough Drive, 1st Floor
Scarborough, Ontario M1P 4N7
(416) 396-7169
Fax (416) 396-7217

City of Toronto Business Self-Help Office
Main Floor - City Hall
Toronto, Ontario M5H 2N2
(416) 392-6646
Fax (416) 392-0797

Vaughan Business Self-Help Office
2141 Major Mackenzie Drive
Vaughan (Maple), Ontario L6A 1T1
(905) 832-8545
Fax (905) 832-6248

SOUTHWESTERN ONTARIO

Brantford Business Self-Help Office
City Hall - 100 Wellington Square
Brantford, Ontario N3T 2M3
(519) 759-4150 Ext. 256
Fax (519) 752-6775
1-800-563-9999

Hamilton-Wentworth Business Advisory Centre
7 Innovation Drive, Suite 100
Hamilton, Ontario L9J 1K3
(905) 689-2400
Fax (905) 689-2200

Kitchener Business Self-Help Office
200 King Street West
P.O. Box 118
Kitchener, Ontario N2G 4G7
(519) 741-2604
Fax (519) 741-2722

London Business Self-Help Office
1764 Oxford Street East
London, Ontario N5V 3R6
(519) 659-2882
Fax (519) 659-6444

St. Catharines/Niagara Business Self-Help Office
City Hall
50 Church Street, 2nd Floor
St. Catharines, Ontario L2R 7C2
(905) 688-5600
Fax (905) 682-3631

Windsor-Essex Business Self-Help Office
333 Riverside Drive West, Suite 106
Windsor, Ontario N9A 5K4
(519) 253-6900
Fax (519) 255-9987

EASTERN ONTARIO

Cornwall Business Self-Help Office
340 Pitt Street
Cornwall, Ontario K6H 5T9
(613) 933-0074
Fax (613) 933-0745

Kingston Business Self-Help Office
275 Ontario Street, Suite 100
Kingston, Ontario K7K 2X5
(613) 544-2725
Fax (613) 546-2882

Hastings Business Self-Help Office
228 Church Street
P.O. Box 4400
Belleville, Ontario K8N 3A9
(613) 966-0234
Fax (613) 966-2574

Hawkesbury Business Self-Help Office
600 Higginson Street
Hawkesbury, Ontario K6A 1H1
(613) 632-7057
Fax (613) 632-8694

Northumberland Business Self-Help Office
The Fleming Building, Suite 202
1005 William Street
Cobourg, Ontario K9A 5J4
(905) 372-9279
Fax (905) 372-1306

Ottawa-Carleton Business Self-Help Office
111 Lisgar Street, Main Floor
Ottawa, Ontario K2P 2L7
(613) 560-6081
Fax (613) 560-2102

Peterborough Business Self-Help Office
City Hall
500 George Street North
Peterborough, Ontario K9H 3R9
(705) 876-4602
Fax (705) 742-5218

Renfrew Business Self-Help Office
2 - 50 Prince Avenue West
Renfrew, Ontario K7V 2T9
(613) 432-6848
Fax (613) 432-7810

Smiths Falls Business Self-Help Office
77 Beckwith Street North
Smiths Falls, Ontario K7A 2B8
(613) 283-4124
Fax (613) 283-1253

NORTHERN ONTARIO

North Bay Business Self-Help Office
200 McIntyre Street East
P.O. Box 360
North Bay, Ontario P1B 8H8
(705) 474-0400
Fax (705) 474-4493

Sault Ste. Marie/Algoma Business Self-Help Office
99 Foster Drive, 3rd Floor
Sault Ste. Marie, Ontario P6A 5X6
(705) 759-5461
1-800-565-4507
Fax (705) 759-2185

Sudbury Business Self-Help Office
Civic Square - West Tower
200 Brady Street
Sudbury, Ontario P3E 5K3
(705) 688-7582
1-800-668-7582
Fax (705) 671-6767

Timmins Business Self-Help Office
54 Spruce Street South, Suite 103
Timmins, Ontario P4N 2M5
(705) 264-3400
1-800-461-2936
Fax (705) 360-1394

Thunder Bay & Area Business Self-Help Office
Royal Bank Building, Suite 203
620 Victoria Avenue East
Thunder Bay, Ontario P7C 1A9
(807) 622-3120
1-800-668-9360
Fax (807) 623-3962

District of Timiskaming Business Self-Help Office
95 Meridian Avenue
Haileybury, Ontario P0J 1K0
(705) 672-5155
1-800-361-2281
Fax (705) 672-5466

SMALL BUSINESS RESOURCE CENTRES (Limited Consulting Services Available)

Chatham/Kent Small Business Resource Centre
Civic Centre
315 King Street West
P.O. Box 640
Chatham, Ontario N7M 5K8
(519) 436-3284
Fax (519) 436-3237

Elliot Lake Resource Centre
1 Newfoundland Walk
Elliot Lake, Ontario P5A 1Z5
(705) 461-7240
Fax (705) 461-7248

South Bruce Resource Centre
515 Goderich Street
Maple Square Mall
Port Elgin, Ontario N0H 2C4
(519) 389-4121
Fax (519) 389-4735

Huron County Small Business Resource Centre
138 Main Street South
Seaford, Ontario N0R 1W0
(519) 527-0305
1-800-268-2590
Fax (519) 527-2240 or (519) 527-2245

United Counties of Stormont, Dundas and Glengarry
P.O. Box 364
594 St. Lawrence Street
Winchester, Ontario K0C 2K0
(613) 774-1234
Fax (613) 774-2232

REFERENCE LIST FOR BUSINESS SERVICES

The lists on pages 3 to 6 are complete and accurate at the time of printing but are subject to change. Up-to-date information may be obtained by calling the **Youth Hotline at 1-800-387-0777**.

ENTERPRISE CENTRES

YMCA Youth Enterprise is designed to provide consulting, training and support to young entrepreneurs. For further information contact:

The YMCA of Metropolitan Toronto

Enterprise Centre
15 Robina Avenue
Toronto, Ontario M6C 3Y4
(416) 651-0010

Ottawa YMCA-YWCA

Enterprise Centre
1550 Carling Ave.
Ottawa, Ontario K1Z 8S8
(613) 728-6925

New Enterprise Workshop (N.E.W.) is a comprehensive consulting service for entrepreneurs 18-24 years of age. Services provided include seminars and workshops, outreach consulting, networking and accounting. For further information contact:

New Enterprise Workshop (N.E.W.),

1071 King Street West, Suite 321
Toronto, Ontario M6K 3K2
(416) 345-8228
Fax (416) 345-9044

LIST OF PARTICIPATING LENDERS

The following branches of the Royal Bank and la Fédération des caisses populaires de l'Ontario will accept and review Youth Ventures applications. You must take your application to the Royal Bank branch or caisse populaire nearest to the community in which you intend to operate your business. An interview will be arranged for you with a small business lender to assess your proposal and either approve or decline your loan application.

This list is accurate at the time of printing but occasionally branches or caisses populaires accepting Youth Ventures applications may change. Up-to-date information may be obtained by calling the Youth Hotline at **1-800-387-0777** toll free.

ROYAL BANK BRANCHES

AJAX (905) 683-2291
Main Branch

ALEXANDRIA
(613) 525-3885

AMHERSTBURG
(519) 736-6466

ANCASTER (905) 648-4411

APPIN (519) 264-1112

ARNPRIOR (613) 623-6526

ARTHUR (519) 848-2532

ATIKOKAN (807) 597-6905

AURORA (905) 841-2028

*92 Yonge Street North

AYLMER (519) 773-3136

BARRIE (705) 734-4400

*53 Bayfield Street

BELLE RIVER (519) 728-3413

BELLEVILLE (613) 962-9164

*241 Front Street

BLENHEIM (519) 676-8101

* BLIND RIVER (705) 356-2212

BOWMANVILLE

(905) 623-4471

BRACEBRIDGE

(705) 645-3001

BRADFORD (905) 775-3396

BRAMPTON (905) 458-3200

*8177 Torbram Rd.

BRANTFORD (519) 753-4121

*32 Market Street

BROCKVILLE (613) 345-1471

BURK'S FALLS

(705) 382-2906

BURLINGTON

(905) 335-7253

*3405 Harvester Rd.

CAMBRIDGE (519) 740-5300

*15 Shelton Dr.

CAMPBELLFORD

(705) 653-2210

CARLETON PLACE

(613) 257-3800

CASSELMAN (613) 764-5259

CHAPLEAU (705) 864-0570

CHATHAM (519) 354-6430

*213 King St. W.

COBOURG (905) 372-2101

COLLINGWOOD

(705) 445-5852

CONCORD (905) 828-6039

*2780 Highway 7

CORNWALL (613) 930-2500
Main Branch

CRYSLER (613) 987-2082

DRYDEN (807) 223-5251

DUNDAS (905) 627-3577

DUNNVILLE (905) 774-7421

DURHAM (519) 369-2512

ELLIOTT LAKE
(705) 461-9225

ELMIRA (905) 699-1555

*EMBRUN (613) 443-1932

ESPANOLA (705) 869-3241

ESSEX (519) 776-5217

EXETER (519) 235-2111

FERGUS (519) 843-2590

FORT ERIE (905) 871-5800

FORT FRANCES
(807) 274-7758

GEORGETOWN
(905) 877-5181 Main Branch

GERALDTON (807) 854-0691

GODERICH (519) 524-2626

GRAVENHURST
(705) 687-3436

GUELPH (519) 824-6800

*74 Wyndham Street

HAMILTON (905) 521-2000

*28 James St. S.

HAMILTON EAST
(905) 578-5620

*54 Centennial Parkway

HANOVER (519) 364-3580

HAWKESBURY
(613) 632-8568

HUNTSVILLE (705) 788-7000

INGERSOLL (519) 485-3710

KENORA (807) 468-8921

KINCARDINE (519) 396-3481

KINGSTON (613) 545-1884

*207 Princess St.

KINGSVILLE (519) 733-2333

KIRKLAND LAKE
(705) 567-5386

KITCHENER/WATERLOO
(519) 744-1190

*824 King St. W.

LAKEFIELD (705) 652-6713

LAMBETH (519) 652-3523

LEAMINGTON
(519) 322-2821

LINDSAY (705) 324-6151

LONDON (519) 661-1150

*383 Richmond Street

MANOTICK (613) 692-3523

MARKHAM (905) 474-4010

*7481 Woodbine Ave.

MASSEY (705) 865-2400

METCALFE (613) 821-2021

MIDLAND (705) 526-4221

MILTON (905) 875-0600

MISSISSAUGA (905) 897-8000

*33 City Centre Drive

NAPANEE (613) 354-2107

NEW HAMBURG
(519) 662-1263

NEW LISKEARD
(705) 647-6891

NEWMARKET
(905) 895-1246

NIAGARA FALLS
(905) 357-9021

*4491 Queen Street

NIAGARA-ON-THE-LAKE
(905) 468-3288

NIPIGON (807) 887-3138

NORTH BAY (705) 472-5470
Main Branch

OAKVILLE (905) 849-4100

*1027 Speers Rd.

ORANGEVILLE
(519) 942-0421

ORILLIA (705) 326-6414
Main Branch

ORLEANS (613) 837-1570

OSHAWA (905) 436-7421

*40 King Street West

OTTAWA

*1296, avenue Carling
(613) 729-1746

*90, rue Sparks (613) 564-3100

*1535, rue Bank (613) 733-3850

OWEN SOUND
(519) 376-2570

PAISLEY (519) 353-5693

PARRY SOUND
(705) 746-2144

PEMBROKE (613) 735-0601

PERTH (613) 267-2277

PETERBOROUGH
(705) 745-2481

*401 George St. N.

PLANTAGENET
(613) 673-5167

PORT COLBORNE
(905) 835-1153

PORT DOVER
(519) 583-0941

PORT HOPE (905) 885-6306

PORT PERRY
(905) 985-7316

PRESCOTT (613) 925-2861

RENFREW (613) 432-4881

RICHMOND HILL
(416) 764-4430
260 East Beaver Creek Rd.

RIDGETOWN (519) 674-5468

ST. CATHARINES
(905) 641-0553

*Main Branch

ST. MARY'S (519) 284-1600

ST. THOMAS, East End
(519) 631-7470

*1099 Talbot Street

SARNIA (519) 332-6800

*230 North Christina Street

SAULT STE. MARIE
(705) 759-7000

*602 Queen Street East

SHARBOT LAKE
(613) 279-3191

SHELBURNE (519) 925-2023

SIMCOE (519) 426-3800

SMITHS FALLS
(613) 285-7660

SMOOTH ROCK FALLS
(705) 338-2794

SOUTH RIVER
(705) 386-2312

SPENCERVILLE
(613) 658-3032

STAYNER (705) 428-2843

STONE CREEK
(905) 664-4409

*Gray's Rd. & Highway 8

STRATFORD (519) 271-6880
Main Branch

STRATHROY (519) 245-5402

*86 Front Street

STURGEON FALLS
(705) 753-1010

SUDBURY (705) 688-4700

*72 Durham St. S.

THOROLD (905) 227-5262

THUNDER BAY
(807) 623-5101

*620 Victoria Ave. E.

1 South Cumberland St.
(807) 343-1800

TILLSONBURG
(519) 842-7321

TIMMINS (705) 267-7171

*Main Branch

METRO TORONTO

*Toronto Main Branch
(416) 974-5151

*Bloor & Yonge (416) 974-2749

*Danforth & Dawes
(416) 699-9665
Woodbine & Danforth
(416) 425-9220

*Dundas & Spadina
(416) 974-5581
111 Grangeway Ave.
(416) 289-5625

*20 King St. W. (416) 974-8872

Spadina & College
(416) 974-2648

College & Bathurst
(416) 974-2137

3555 Lakeshore West
(416) 259-9223

*26 St. Clair (416) 974-7821

*1090 Don Mills Road
(416) 510-5500

*907A Alness St.
(416) 661-2185

*Weston & Finch
(416) 741-4121

*4881 Yonge Street
(416) 512-4620

Dolomite & Alness
(416) 661-2135

*970 Lawrence Ave. West
(416) 784-3940

Rexdale & Martingrove
(416) 745-7200

TRENTON (613) 392-9251

VAL CARON (705) 897-4903

WALLACEBURG
(519) 627-1484

*WATERDOWN
(905) 689-6655

WATFORD (519) 876-2128

WAWA (705) 856-2261

WELLAND (905) 735-7910

*Main Branch

WHITBY (905) 668-9358
Main Branch

WIARTON (519) 534-1040

WINCHESTER
(613) 774-2290

WINDSOR (519) 972-7770

*3155 Howard Ave.

WOODBRIIDGE
(905) 856-3800

WOODSTOCK
(519) 537-5574 Main Branch

**Independent Business Centres*

CAISSES POPULAIRES

Fédération des caisses populaires
de l'Ontario Inc.
450, rue Rideau
3e étage
Ottawa (Ontario) K1N 5Z4
(613) 789-7777

CHAPITRE DE LA COMMUNAUTÉ URBAINE D'OTTAWA

Caisse populaire de Carlsbad
Springs
6443, chemin Russell
Carlsbad Springs (Ontario)
K0A 1K0
(613) 822-1242

Caisse populaire Champlain
d'Ottawa
1051, rue Wellington
Ottawa (Ontario) K1Y 2Y1
(613) 725-1046

Caisse populaire de Clarence Creek
C.P. 119
Clarence Creek (Ontario) K0A 1N0
(613) 488-2471

Caisse populaire Trillium Inc.
1173, chemin Cyrville
Gloucester (Ontario) K1J 7S5
(613) 745-2123

Caisse populaire de Limoges
249, rue du Parc, C.P. 160
Limoges (Ontario) K0A 2M0
(613) 443-3457

Caisse populaire Notre-Dame
d'Ottawa
293, rue Dalhousie
Ottawa (Ontario) K1N 7E5
(613) 241-1316

Caisse populaire d'Orléans
2591, boulevard St-Joseph
Orléans (Ontario) K1C 1G4
(613) 824-6363

Caisse populaire St-Charles d'Ottawa,
99, avenue Beechwood
Ottawa (Ontario) K1M 1L7
(613) 745-0071

Caisse populaire St-Jean
Baptiste d'Ottawa
725, rue Somerset ouest
Ottawa (Ontario) K1R 6P7
(613) 238-5544

Caisse populaire Ste-Anne
Laurier d'Ottawa
550, ancienne rue St-Patrick
Bureau 200
Ottawa (Ontario) K1N 5L5
(613) 789-4564

Caisse populaire Ste-Geneviève
2211, rue Arch
Ottawa (Ontario) K1G 2H5
(613) 521-8060

Caisse populaire de Sarsfield
2945, chemin Colonial
Sarsfield (Ontario) K0A 3E0
(613) 835-2191

CHAPITRE ST-LAURENT- OUTAOUAIS

Caisse populaire Alexandria
255, rue Main sud
Alexandria (Ontario) K0C 1A0
(613) 525-2141

Caisse populaire d'Alfred
499, rue St-Philippe
Alfred (Ontario) K0B 1A0
(613) 679-2221

Caisse populaire de Casselman
751, rue St-Jean, C.P. 280
Casselman (Ontario) K0A 1M0
(613) 764-2063

Caisse populaire de Cornwall-
Nord
840, rue Pitt
Cornwall (Ontario) K6J 3S2
(613) 932-4513

Caisse populaire de
Cornwall-Est
201, chemin Montréal
Cornwall (Ontario) K6H 1B5
(613) 933-2113

Caisse populaire de Fournier
C.P. 55
Fournier (Ontario) K0B 1G0
(613) 524-2039

Caisse populaire de Hammond
3118, chemin Gendron
Hammond (Ontario) K0A 2A0
(613) 487-2073

Caisse populaire de Hawkesbury
480, rue Principale est, C.P. 215
Hawkesbury (Ontario)
K6A 2R8
(613) 632-7024

Caisse populaire de St-Albert
C.P. 71
St-Albert (Ontario) K0A 3C0
(613) 987-2823

Caisse populaire St-Bernardin
St-Bernardin (Ontario) K0B 1N0
(613) 678-2015

Caisse populaire de St-Isidore
130, Ste-Catherine
St-Isidore (Ontario) K0C 2B0
(613) 524-2181/524-2584

Caisse populaire d'Embrun
859, rue Notre-Dame
Embrun (Ontario) K0A 1W0
(613) 443-2992

Caisse populaire de St-Pascal Baylon
C.P. 38
St-Pascal Baylon (Ontario)
K0A 3N0
(613) 488-2717

Caisse populaire Ste-Anne
de Prescott
720, rue Principale
Ste-Anne de Prescott (Ontario)
K0B 1M0
(613) 674-2001

CHAPITRE DU GRAND-NORD

Caisse populaire de Cochrane
187, 5e avenue, C.P. 1868
Cochrane (Ontario) P0L 1C0
(705) 272-4258

Caisse populaire d'Earlton
29, 10e Rue, C.P. 130
Earlton (Ontario) P0J 1E0
(705) 563-2573

Caisse populaire de Mattice
C.P. 178
Mattice (Ontario) P0L 1T0
(705) 365-4441

Caisse populaire de New Liskeard
138, avenue Whitewood
C.P. 1555
New Liskeard (Ontario) P0J 1P0
(705) 647-7632

Caisse populaire St-Laurent
(Ramore)
362 Ferguson Hwy.
Ramore (Ontario) P0K 1R0
(705) 236-4061

Caisse populaire Ste-Anne
d'Hallébourg
Hallébourg (Ontario) P0L 1L0
(705) 362-5593

Caisse populaire d'Iroquois Falls
165, rue Main
Iroquois Falls (Ontario) P0K 1G0
(705) 232-5211

Caisse populaire de Vale Gagné
577, rue Principale, C.P. 69
Val Gagné (Ontario) P0K 1W0
(705) 232-6877

CHAPITRE DE SUDBURY

Caisse populaire d'Azilda
43, rue Notre-Dame, C.P. 550
Azilda (Ontario) P0M 1B0
(705) 983-4274

Caisse populaire Lasalle de Sudbury
1380, boulevard Lasalle
Sudbury (Ontario) P3A 1Y7
(705) 566-3644

Caisse populaire Cartier-Dowling
Chemin 144
Dowling (Ontario) P0M 1R0
(705) 855-9066

Caisse populaire de Chelmsford
29, rue Main, C.P. 968
Chelmsford (Ontario) P0M 1L0
(705) 855-9018

Caisse populaire d'Espanola
147, rue Tudhope
Espanola (Ontario) P0P 1C0
(705) 869-2317/869-4511

Caisse populaire de Val Caron
3077, route 69 nord
Val Caron (Ontario) P0M 3A0
(705) 897-6701

Caisse populaire Roussel
de Coniston
27, rue Edward nord
C.P. 398
Coniston (Ontario) P0M 1M0
(705) 694-4743

Caisse populaire La Toussaint
1476, promenade Bancroft
Sudbury (Ontario) P3B 1R5
(705) 566-6898

Caisse populaire St-Jacques
de Hanmer
4471, rue Notre-Dame
C.P. 880
Hanmer (Ontario) P0M 1Y0
(705) 969-2052/969-4541

Caisse populaire St-Jean-de-Brébeuf
531, avenue Notre-Dame
Sudbury (Ontario) P3C 5L1
(705) 674-4234

Caisse populaire Ste-Anne
de Sudbury
190, rue Larch
Sudbury (Ontario) P3E 1C5
(705) 673-8448

CHAPITRE DU SUD-OUEST - RÉGION D'ESSEX

Caisse populaire de Pointe-aux-
Roches
6900, chemin Tecumseh
C.P. 100
Pointe-aux-Roches (Ontario)
NOR 1N0
(519) 798-3026

Caisse populaire de Témumseh
1120, rue L'Espérance
Témumseh (Ontario) N8N 1X2
(519) 735-6069/735-6060

CHAPITRE DU SUD-OUEST - RÉGION NIAGARA

Caisse populaire de Port
Colborne
287, rue Killaly est
Port Colborne (Ontario) L3K 1P3
(905) 834-4811

Caisse populaire de Welland
59, rue Empire
Welland (Ontario) L3B 2L3
(905) 735-3453

Please read the guidelines and instructions *before* completing your business proposal.

YOUTH VENTURES

APPLICATION

(WORKING COPY)

PERSONAL INFORMATION SHEET

A separate personal information sheet must be completed for each partner if the business operates as a partnership each shareholder for a corporation, and each co-op member for a Worker Co-op. Print clearly.

We will need to contact you to inform you of the status of your application or possibly to obtain further information. Please ensure that all information is accurate. Remember to sign your application. N.B. Youth Ventures loans are personal loans and should the business fail, applicants are still personally liable for repayment of any balance outstanding to the Province of Ontario.

1. BUSINESS INFORMATION

A) STATE THE FULL NAME AND ADDRESS OF YOUR PROPOSED BUSINESS

BUSINESS NAME:

BUSINESS TELEPHONE NO.

()

BUSINESS ADDRESS:

POSTAL CODE:

| | | | |

B) BUSINESS TYPE (CHECK ONE ONLY)

☐ RETAIL

☐ FOOD

☐ SERVICE

☐ CONSTRUCTION

☐ MANUFACTURING

☐ WHOLESALE

☐ TOURISM

☐ OTHER

WILL YOUR BUSINESS BE
(CHECK ONE)

☐ A SOLE PROPRIETORSHIP?

☐ A PARTNERSHIP?

☐ A CORPORATION?

☐ WORKER CO-OP

PLEASE ATTACH A COPY OF THE PARTNERSHIP AGREEMENT AND ENSURE
ALL PARTNERS HAVE COMPLETED A PERSONAL INFORMATION SHEET

PLEASE ATTACH A COPY OF YOUR ARTICLES OF INCORPORATION IF
ALREADY INCORPORATED AND SHAREHOLDER BREAKDOWN.

DOES YOUR SPOUSE OR ANY OTHER FAMILY MEMBER PRESENTLY HAVE OR HAS EVER HAD A NEW VENTURES OR YOUTH VENTURES LOAN? IF YES, PLEASE SPECIFY:

2. PERSONAL INFORMATION

SURNAME GIVEN NAMES TITLE (MR/MISS/MS) AGE YEAR DATE OF BIRTH MONTH DAY SEX M/F SOCIAL INSURANCE NUMBER

PRESENT ADDRESS

NO. & STREET

APT. #

CITY/TOWN

PROVINCE

POSTAL CODE

PERMANENT ADDRESS

NO. & STREET

APT. #

CITY/TOWN

PROVINCE

POSTAL CODE

CURRENT TELEPHONE NO.

PERMANENT TELEPHONE NO

HAVE YOU PREVIOUSLY OBTAINED A STUDENT OR NEW VENTURES LOAN?

()

()

☐ STUDENT VENTURE

☐ NEW VENTURES

☐ YES, IF SO GIVE DATE(S)

☐ NO

IF YOU ARE NOT AVAILABLE DURING NORMAL BUSINESS HOURS, WHO MAY WE LEAVE A MESSAGE WITH?

NAME

TELEPHONE NO. ()

PLEASE TELL US THE NEAREST RELATIVE WHO IS NOT LIVING AT HOME WITH YOU

NAME

ADDRESS

TELEPHONE NO. ()

CITY AND PROVINCE

POSTAL CODE

RELATIONSHIP

3. EDUCATION

TYPE OF SCHOOL SCHOOL NAME AND LOCATION YEAR ATTENDED FROM TO YEAR MONTH YEAR MONTH CIRCLE LAST GRADE COMPLETED FIELD OF STUDY OR AREA OF SPECIALIZATION TYPE OF DIPLOMA CERTIFICATE OR DEGREE OBTAINED

SECONDARY

9 10 11 12 OAC

COMMUNITY COLLEGE/
UNIVERSITY

1 2 3 4 5

OTHER, (SPECIFY)

1 2 3 4 5

ARE YOU RETURNING TO SCHOOL FULL-TIME?

☐ YES

☐ NO

IF SO, WHERE?

ARE YOU A CANADIAN CITIZEN?

☐ YES

☐ NO

LANDED IMMIGRANT?

☐ YES

☐ NO

ONTARIO RESIDENT

☐ YES

☐ NO

SO THAT WE MAY RESPOND TO MEDIA REQUESTS,
PLEASE INDICATE WHICH LANGUAGE(S) YOU SPEAK.

☐ ENGLISH

☐ FRENCH

☐ OTHER:

4. EMPLOYMENT HISTORY - PLEASE PROVIDE INFORMATION OF YOUR MOST RECENT EMPLOYMENT IF APPLICABLE OR ATTACH A RESUME:

COMPANY NAME:

TELEPHONE:

ADDRESS:

GROSS ANNUAL INCOME

TITLE:

DATE EMPLOYED FROM:

TO:

RESPONSIBILITIES

PREVIOUS EMPLOYER:

DATE EMPLOYED FROM:

TO:

PERSONAL INFORMATION SHEET

cont'd

REAL ESTATE OWNED

LOCATION	REGISTERED OWNER	YEAR PURCHASED	PURCHASE PRICE	CURRENT VALUE
			\$	\$
TOTAL CURRENT VALUE				\$

DETAILS OF LIABILITIES

INDIVIDUAL/INSTITUTION HOLDING DEBT	AMOUNT OF ORIGINAL LOAN	CURRENT LOAN OUTSTANDING	MONTHLY PAYMENTS	LOAN DUE DATE	PURPOSE OF LOAN
	\$	\$	\$		
TOTAL OUTSTANDING		\$			

PERSONAL FINANCIAL STATEMENT AS AT (DATE)

YEAR MONTH DAY

ASSETS		LIABILITIES	
CASH	\$	MORTGAGE(S) OWING	\$
LIQUID ASSETS		CREDIT CARD(S) OWING	\$
(STOCKS, BONDS, ETC.) PLEASE ITEMIZE:			\$
AUTOMOBILE (CURRENT VALUE)	\$		\$
REAL ESTATE (TOTAL PRESENT VALUE)	\$	LOANS (TOTAL OUTSTANDING)	\$
TOTAL ASSETS	\$	TOTAL LIABILITIES	\$

NET WORTH (TOTAL ASSETS MINUS TOTAL LIABILITIES) \$

DO YOU HAVE ANY GUARANTEES OR OTHER LIABILITIES OUTSTANDING? ☐ YES ☐ NO

DETAILS, INCLUDING AMOUNTS

ARE THERE ANY JUDGEMENTS OR LEGAL PROCEEDINGS AGAINST YOU?

DETAILS, INCLUDING AMOUNTS:

PLEASE LIST ALL SOURCES AND AMOUNTS OF MONTHLY INCOME

CERTIFICATE

I CERTIFY THAT ALL OF THE INFORMATION GIVEN BY ME IN THIS APPLICATION IS TRUE AND COMPLETE.

I AUTHORIZE THE OFFICERS OF THIS FINANCIAL INSTITUTION OR THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE OR THEIR AGENTS TO MAKE ALL NECESSARY CREDIT INVESTIGATIONS OR CREDIT REPORTING AND PROVIDE THE ONTARIO DEVELOPMENT CORPORATION WITH ALL RELEVANT INFORMATION. I APPROVE THE DISCLOSURE OF ANY INFORMATION CONCERNING THE UNDERSIGNED TO ANY CREDIT REQUESTING AGENCY.

I AGREE THAT THE ONTARIO DEVELOPMENT CORPORATION MAY MAKE A PUBLIC ANNOUNCEMENT RELATING TO THIS YOUTH VENTURES LOAN, IF APPROVED, AND ALSO HAS THE RIGHT TO AUDIT THE RECORDS OF MY BUSINESS DURING THE GUARANTEE PERIOD.

I UNDERSTAND THAT ANY FALSE INFORMATION GIVEN IN THIS APPLICATION AND ANY ACCOMPANYING MATERIALS MAY RESULT IN REJECTION OF THIS APPLICATION OR IMMEDIATE DEMAND FOR REPAYMENT OF THE LOAN IN FULL TOGETHER WITH ANY INTEREST ACCRUED THEREON.

I AUTHORIZE THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE AND THE ONTARIO DEVELOPMENT CORPORATION TO PROVIDE THE LENDER WITH ALL RELEVANT INFORMATION.

NOTICE

ALL INFORMATION IS COLLECTED UNDER THE AUTHORITY OF ORDER-IN-COUNCIL 701/85 AND 916/85 FOR THE PURPOSE OF ADMINSTRATING THE YOUTH START-UP CAPITAL PROGRAMS. FOR FURTHER INFORMATION CONTACT: MANAGER, YOUTH VENTURES, SUITE 1160, 4 ROBERT SPECK PARKWAY, MISSISSAUGA, ONTARIO L4Z 1S1

IT IS AN OFFENCE TO OBTAIN OR TO ASSIST ANOTHER TO OBTAIN A YOUTH VENTURES LOAN BY FRAUD OR FALSE PRETENCE.

X
APPLICANT'S SIGNATURE

DATE

NOTE: COMPLETE A PERSONAL INFORMATION FORM FOR EACH APPLICANT, CO-APPLICANT AND SHAREHOLDER. IF MORE FORMS ARE REQUIRED, PLEASE MAKE PHOTOCOPIES

WRITTEN BUSINESS PLAN

As part of your Youth Ventures business proposal you must submit a written business plan, which includes a one year cashflow forecast. The business plan serves as the game plan for operating your business. Additional information pertaining specifically to your business should be included where necessary.

If space provided is insufficient, please attach separate sheets. To qualify for a loan it is essential that you answer all questions and complete the cashflow forecast. Your application will not be processed unless all sections are fully completed.

A basic example of a cashflow forecast (including sales and cost estimations) is available on pages 15 and 16.

MANAGEMENT

Will operating your business be your sole means of employment or income?

☐ Yes

☐ No

If not, outline how you will make time available to devote to the business and indicate all other forms of employment and income.

List the skills you have acquired to assist you in operating your business. Include education as well as relevant work experience. *(Attach a resume.)*

MARKETING AND OPERATING PLAN

Product or Service

Describe in detail your proposed business operation outlining the product(s) or service(s) you plan to provide.

Costs and Prices

What does it cost you to offer your product(s) or service(s) to your customers? Cost may be expressed per unit, hour or job. Provide a breakdown of how you determined your cost including materials, labour, inventory and overhead cost.

What price will you charge customers for your product(s) or service(s)? State prices in terms of quantity or fee per hour. If prices vary, give an example. Provide a breakdown of how you arrived at your prices. Include your costs and markup or profit margins. Take into consideration overhead, labour, rental and other expenses.

Customers

What market research have you conducted to determine how many potential customers are in the areas you plan to operate? The research may include door-to-door, telephone, or mail surveys, and statistical data. Please provide *both* the details of the *research* (e.g. copy of questionnaire or survey, or how many people you have called) and the *results*.

What are the characteristics of your customers? (e.g. What are their age groups? Income levels? Where will you sell your product or service? Why are they your customers?)

Promotion and Advertising

Describe any promotion and advertising that you plan to conduct to inform customers about your business and to generate sales throughout the year. How much do you plan on spending for advertising and promotion during your first year?

Provide a breakdown of how much you will spend on each type of advertising (e.g. business cards, flyers, newspaper, radio, etc.) and in which months these expenditures will occur.

Explain how your proposed advertising campaign will reach your specific customer group.

Competition and Suppliers

List your competitors and their locations. How long have they been in business? What are their strengths and weaknesses? What advantages do you have over your competition that will make customers buy from you?

Who are your suppliers and what credit terms, if any, have you established with them?

Sales/Revenues

Explain how you estimated your projected sales listed in your cashflow forecast on page 18. The information presented in your proposal will form the basis for estimating your sales. The sample cashflow forecast on pages 15 and 16 will provide an example of how to estimate sales. Please attach any contracts or proof of sales that you have obtained. Take into consideration market research, units sold per month, jobs completed, etc.

Financial

Itemize major expenditures to show total start-up costs including funds required for day-to-day operation.

What is the source of your contribution? (Refer to and complete Certificate of Equity Schedule "C".)	<input type="checkbox"/> Personal Cash	<input type="checkbox"/> Borrowed	
	Amount	\$	
What is the amount of the Youth Ventures loan you are applying for?	Amount	\$	
Other sources of funding.	Amount	\$	
	Total Funds	\$	

If you paid to have this application prepared, state the name of the company or individual(s):

Fee Paid: _____

Complete the attached projected cash flow and income statement. An explanation is provided for the terms used on the statements.

CERTIFICATE OF EXPENDITURES
SCHEDULE "A"

Loan Number: _____

Name of Borrower: _____

Address of Borrower: _____

Telephone Number: _____

Address of Business: _____

Telephone Number: _____

I/We certify that the supporting invoices listed in the Schedule of Expenditure (reverse side of this form) have been paid to the supplier and relate to the financing project of the Youth Ventures Application. All the capital expenditures are in my possession and ready for operation.

I/We certify that the information provided is accurate and understand that it is being relied upon by the Youth Ventures Program to validate that the funds have been applied towards the business start-up.

X
APPLICANT'S SIGNATURE _____ DATE _____

X
CO-APPLICANT'S SIGNATURE _____ DATE _____

SCHEDULE "B"

Note: Submit this form with supporting original invoices within six weeks of the approval and disbursement of the loan. The original invoices will be returned to you after they have been audited and a physical inspection of the expenditures has been undertaken at your place of business.

Youth Ventures Program
Ontario Development Corporation
4 Robert Speck Parkway, Suite 1160
Mississauga, Ontario
L4Z 1S1

Attention: Manager

FOR OFFICE USE ONLY

Inspection confirmed:

DATE _____

INSPECTOR

Comments:

SAMPLE CASHFLOW FORECAST

NOTE: Each business is unique. The following example, however, will show you the steps involved in projecting your cashflow needs.

VICTORIA'S VIDEO RENTALS

Victoria Wilson has decided to operate a video rental business.

Page 16 includes a sample cashflow forecast for her business.

Below is an explanation of how she calculated the various accounts.

CASH RECEIPTS

(Money you get from all sources)

- Estimated Sales:
- Victoria is basing her revenues on rentals of videos and VCRs. She is using the following formulas to forecast sales:
(Weekend rentals per day \times 2 days \times rental price) +
(Weekday rentals per day \times 5 days \times rental price) = Weekly sales.
Weekly sales \times 4 = Monthly sales.
For VCR rental income, Victoria will rent at \$8 per night. She expects rentals of VCRs to be on weekends.
(2 days per weekend \times no. of VCRs \times \$8) = Weekly sales.
Weekly sales \times 4 = Monthly sales.
TOTAL MONTHLY SALES = Monthly video rentals + Monthly VCR rentals.
Victoria's research has revealed that summer sales will be slow and will adjust her materials purchases accordingly.
- Youth Ventures Loan:
- Amount of Youth Ventures loan requested.
- Personal Cash Investment:
- Total personal cash invested in the business.
- Loans:
- Victoria obtained a \$3,500 bank loan. Interest is charged at 11% per annum and the loan is for 24 months.

CASH DISBURSEMENTS

(Money you pay out)

- Purchase of Equipment:
- Purchase of all video store equipment (i.e. shelving to display videos, counter, cash register, store sign etc.)
Victoria also plans to purchase a small stock of VCRs which she will rent out.
- Rental Expenses:
- Monthly rental cost for business premise.
- Labour Expenses:
- Victoria plans to hire a part-time employee.
- Personal Drawings:
- Money for Victoria's personal living expenses. For purposes of this example, Victoria resides at home with her parents.
- Materials:
- Cost of materials to provide the service. For Victoria, this is movies. She plans to increase her stock of movies and purchase new releases every month as funds permit.
- Business Licenses and Fees:
- Business registration and cost of obtaining any necessary permits.
Victoria also plans to obtain business advice regularly for which she will pay a small fee.
- Advertising:
- Monthly cost of flyers, newspaper ads, yellow pages, etc.
- Insurance:
- Premiums for damage, theft and liability, paid semi-annually.
- Office Expenses:
- Utilities, telephone installation and monthly rental fee, as well as stationery, etc.
- Other:
- Printing of customer membership cards and in-house movie catalogue.
- Loan Repayment:
- Monthly payments on the bank loan.
- Monthly Interest Payment:
- Interest payments on the Youth Ventures loan are required on a monthly basis during the first 12 months of the loan.

SAMPLE CASHFLOW FORECAST

Please refer to the explanation of terms on page 17.

Name of Business: VICTORIA'S VIDEOT RENTALS

CASH RECEIPTS													
(Money You Get)													
	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Months (fill in calendar months)	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	
Estimated Sales	2260	2400	2740	3380	3920	4150	4850	3830	3190	3190	4370	4950	43930
Youth Ventures Loan	7500												7500
Personal Cash Investment	1500												1500
Loans/Other income	3500												3500
Total Cash Receipts	14760	2400	2740	3380	3920	4850	4850	3830	3190	3190	4370	4950	56430

CASH DISBURSEMENTS													
(Money You Pay Out)													
Purchase of Equipment	3400												4300
Rental Expenses	800	400	400	400	400	400	400	400	400	400	400	400	5200
Labour Expenses (Employees)	NIL	NIL	300	300	300	300	300	300	300	400	400	400	3000
Personal Drawing	600	600	800	800	1000	1000	1000	1000	1000	1000	1000	1000	10600
Materials	7000	500	1000	1500	1500	1500	2000	500	500	500	1500	1500	19000
Business Licenses and Fees	50		100					100					250
Advertising	300	200	300	200	200	200	300	200	300	200	300	300	3400
Insurance	400				400								800
Office Expenses	300	90	90	90	90	90	90	90	90	90	90	90	1290
Other (specify)	150	75	75	75	115	75	75	75	115	75	75	75	1055
Loan Repayment	170	170	170	170	170	170	170	170	170	170	170	170	2040
Monthly Interest Payment	60	60	60	60	60	60	60	60	60	60	60	60	720
Total Cash Disbursements	13230	2095	2895	3295	3635	4195	4395	3795	2935	2895	3995	3995	51555

NET CASH : (Total Cash Receipts minus Total Disbursements)												
Monthly Surplus	1530	305		85	285	655	455	35	255	295	375	955
Monthly Deficit			(155)									
Cumulative (to date)	1530	1835	1680	1765	2050	2705	3160	3195	3450	3745	4120	5075

CASHFLOW FORECAST

The form on page 18 is a planning tool which enables you to have enough cash on hand to operate your business. It helps you to decide when to rent or buy necessary items. Timing your expenditures helps you avoid cash shortages. Study the samples on pages 15 and 16 before completing your cashflow. It is recommended you complete the working copy on page 18 before submitting your final cashflow forecast along with the rest of your proposal to the participating lender.

CASH RECEIPTS

- | | |
|-------------------------------------|---|
| Estimated Sales:
(Gross Revenue) | – Estimate the total amount of money you expect to receive when you sell your goods or services. |
| Youth Ventures loan: | – Enter the amount of money you need to borrow from Youth Ventures (not to exceed \$7,500) in the month you expect to receive it. |
| Personal Cash: | – Money invested in your project from personal resources or savings. |
| Loans: | – Money received for the business that is lent from banks, credit unions, friends or relatives. |

CASH DISBURSEMENTS

- | | |
|--|---|
| Purchase of Equipment:
(Fixed Assets) | – Money you spend to purchase equipment. |
| Rental Expenses: | – Estimate of money spent on the rental of equipment and/or premises. |
| Labour Expenses: | – Total estimate of wages to be paid to employees, plus your employment expenses (i.e. employer's share of unemployment insurance, Canada Pension Plan deductions and Workers' Compensation premiums). |
| Personal Drawings: | – Money you need to cover personal expenses. |
| Materials: | – Items you need to buy which are consumed in performing the service or in manufacturing products such as paint, lumber, fabric. These are directly related to production or service delivery and to estimated sales. This category may also be used for inventory expenses if you are operating a retail outlet. |
| Business Licenses and Fees: | – Money you will spend for business registration, incorporation, municipal and provincial permits, etc. |
| Advertising: | – Advertising and promotion costs. |
| Insurance: | – Money you expect to spend on insurance premiums for liability insurance, vehicle insurance, etc. |
| Office Expenses: | – Money to be spent on office and administrative expenses (e.g. stationery supplies, business telephone, answering machine, etc). |
| Other: | – Any cost not provided for in the above list, but which is peculiar to your business (i.e. gas, accounting and bookkeeping costs, legal fees). |
| Loan Repayment: | – Loan repayment installments. |
| Interest Payments: | – Monthly interest payments on your Youth Ventures loan or on other loans. |

NET CASH

Calculate your *NET CASH* position for each month by subtracting total disbursements (money you pay out) from total receipts (money you get).

- If receipts are greater than disbursements, the difference is a monthly surplus.
- If disbursements are greater than receipts, the difference is a monthly deficit.
- To calculate cumulative net cash, add the monthly surplus to (or subtract the monthly deficit from) the cumulative net cash of the month before. For example, if you have a net cash surplus of \$500 in April, and then have a \$200 net cash deficit in May, your cumulative net cash at the end of May is \$300.

CASHFLOW FORECAST

Please refer to the explanation of terms on page 17. Study sample on page 16.

Name of Business:

CASH RECEIPTS

(Money You Get)

Months (fill in calendar months)	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Estimated Sales													
Youth Ventures Loan													
Personal Cash Investment													
Loans/Other income													
Total Cash Receipts													

CASH DISBURSEMENTS

(Money You Pay Out)

Purchase of Equipment													
Rental Expenses													
Labour Expenses (Employees)													
Personal Drawing													
Materials													
Business Licenses and Fees													
Advertising													
Insurance													
Office Expenses													
Other (specify)													
Loan Repayment													
Monthly Interest Payment													
Total Cash Disbursements													

NET CASH : (Total Cash Receipts minus Total Disbursements)

Monthly Surplus													
Monthly Deficit													
Cumulative (to date)													

Please read the guidelines and instructions *before* completing your business proposal.

YOUTH VENTURES APPLICATION

ATTENTION APPLICANT(S): AFTER COMPLETING THE APPLICATION, DETACH AT PERFORATION, TAKE IT TO YOUR BANK/CAISSE REPRESENTATIVE AND ARRANGE FOR AN INTERVIEW.

PERSONAL INFORMATION SHEET

A separate personal information sheet must be completed for each partner if the business operates as a partnership each shareholder for a corporation, and each co-op member for a Worker Co-op. Print clearly.

We will need to contact you to inform you of the status of your application or possibly to obtain further information. Please ensure that all information is accurate. Remember to sign your application. N.B. Youth Ventures loans are personal loans and should the business fail, applicants are still personally liable for repayment of any balance outstanding to the Province of Ontario.

1. BUSINESS INFORMATION

A) STATE THE FULL NAME AND ADDRESS OF YOUR PROPOSED BUSINESS

BUSINESS NAME:

BUSINESS TELEPHONE NO

()

BUSINESS ADDRESS:

POSTAL CODE:

B) BUSINESS TYPE (CHECK ONE ONLY)

☐ RETAIL

☐ FOOD

☐ SERVICE

☐ CONSTRUCTION

☐ MANUFACTURING

☐ WHOLESALE

☐ TOURISM

☐ OTHER

WILL YOUR BUSINESS BE
(CHECK ONE)

☐ A SOLE PROPRIETORSHIP?

☐ A PARTNERSHIP?

☐ A CORPORATION?

☐ WORKER CO-OP

PLEASE ATTACH A COPY OF THE PARTNERSHIP AGREEMENT AND ENSURE ALL PARTNERS HAVE COMPLETED A PERSONAL INFORMATION SHEET

PLEASE ATTACH A COPY OF YOUR ARTICLES OF INCORPORATION IF ALREADY INCORPORATED AND SHAREHOLDER BREAKDOWN.

DOES YOUR SPOUSE OR ANY OTHER FAMILY MEMBER PRESENTLY HAVE OR HAS EVER HAD A NEW VENTURES OR YOUTH VENTURES LOAN? IF YES, PLEASE SPECIFY:

2. PERSONAL INFORMATION

SURNAME	GIVEN NAMES	TITLE (MR/MISS/MS)	AGE	DATE OF BIRTH YEAR MONTH DAY	SEX M/F	SOCIAL INSURANCE NUMBER
PRESENT ADDRESS	NO. & STREET	APT. #	CITY/TOWN	PROVINCE	POSTAL CODE	
PERMANENT ADDRESS	NO. & STREET	APT. #	CITY/TOWN	PROVINCE	POSTAL CODE	
CURRENT TELEPHONE NO. ()	PERMANENT TELEPHONE NO. ()	HAVE YOU PREVIOUSLY OBTAINED A STUDENT OR NEW VENTURES LOAN?				
		<input type="checkbox"/> STUDENT VENTURE <input type="checkbox"/> NEW VENTURES <input type="checkbox"/> YES, IF SO GIVE DATE(S) <input type="checkbox"/> NO				
IF YOU ARE NOT AVAILABLE DURING NORMAL BUSINESS HOURS, WHO MAY WE LEAVE A MESSAGE WITH?						
NAME:			TELEPHONE NO. ()			
PLEASE TELL US THE NEAREST RELATIVE WHO IS NOT LIVING AT HOME WITH YOU						
NAME			ADDRESS			
CITY AND PROVINCE			POSTAL CODE			
			RELATIONSHIP			

3. EDUCATION

TYPE OF SCHOOL	SCHOOL NAME AND LOCATION	YEAR ATTENDED FROM YEAR MONTH TO YEAR MONTH	CIRCLE LAST GRADE COMPLETED	FIELD OF STUDY OR AREA OF SPECIALIZATION	TYPE OF DIPLOMA CERTIFICATE OR DEGREE OBTAINED
SECONDARY			9 10 11 12 OAC		
COMMUNITY COLLEGE/ UNIVERSITY			1 2 3 4 5		
OTHER, (SPECIFY)			1 2 3 4 5		
ARE YOU RETURNING TO SCHOOL FULL-TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHERE?				SO THAT WE MAY RESPOND TO MEDIA REQUESTS, PLEASE INDICATE WHICH LANGUAGE(S) YOU SPEAK.	
ARE YOU A CANADIAN CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO LANDED IMMIGRANT? <input type="checkbox"/> YES <input type="checkbox"/> NO ONTARIO RESIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH <input type="checkbox"/> OTHER:	

4. EMPLOYMENT HISTORY

- PLEASE PROVIDE INFORMATION OF YOUR MOST RECENT EMPLOYMENT IF APPLICABLE OR ATTACH A RESUME:

COMPANY NAME:	TELEPHONE:
ADDRESS:	GROSS ANNUAL INCOME:
TITLE:	DATE EMPLOYED FROM: TO:
RESPONSIBILITIES:	
PREVIOUS EMPLOYER:	DATE EMPLOYED FROM: TO:

PERSONAL INFORMATION SHEET

cont'd

REAL ESTATE OWNED

LOCATION	REGISTERED OWNER	YEAR PURCHASED	PURCHASE PRICE	CURRENT VALUE
			\$	\$
			TOTAL CURRENT VALUE	\$

DETAILS OF LIABILITIES

INDIVIDUAL/INSTITUTION HOLDING DEBT	AMOUNT OF ORIGINAL LOAN	CURRENT LOAN OUTSTANDING	MONTHLY PAYMENTS	LOAN DUE DATE	PURPOSE OF LOAN
	\$	\$	\$		
TOTAL OUTSTANDING		\$			

PERSONAL FINANCIAL STATEMENT AS AT (DATE)

YEAR MONTH DAY

ASSETS	LIABILITIES
CASH	MORTGAGE(S) OWING
LIQUID ASSETS	CREDIT CARD(S) OWING
(STOCKS, BONDS, ETC.) PLEASE ITEMIZE:	
AUTOMOBILE (CURRENT VALUE)	
REAL ESTATE (TOTAL PRESENT VALUE)	LOANS (TOTAL OUTSTANDING)
TOTAL ASSETS	TOTAL LIABILITIES

NET WORTH (TOTAL ASSETS MINUS TOTAL LIABILITIES) \$

DO YOU HAVE ANY GUARANTEES OR OTHER LIABILITIES OUTSTANDING? ☐ YES ☐ NO

DETAILS, INCLUDING AMOUNTS

ARE THERE ANY JUDGEMENTS OR LEGAL PROCEEDINGS AGAINST YOU?

DETAILS, INCLUDING AMOUNTS:

PLEASE LIST ALL SOURCES AND AMOUNTS OF MONTHLY INCOME.

CERTIFICATE

I CERTIFY THAT ALL OF THE INFORMATION GIVEN BY ME IN THIS APPLICATION IS TRUE AND COMPLETE.
I AUTHORIZE THE OFFICERS OF THIS FINANCIAL INSTITUTION OR THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE OR THEIR AGENTS TO MAKE ALL NECESSARY CREDIT INVESTIGATIONS OR CREDIT REPORTING AND PROVIDE THE ONTARIO DEVELOPMENT CORPORATION WITH ALL RELEVANT INFORMATION. I APPROVE THE DISCLOSURE OF ANY INFORMATION CONCERNING THE UNDERSIGNED TO ANY CREDIT REQUESTING AGENCY.
I AGREE THAT THE ONTARIO DEVELOPMENT CORPORATION MAY MAKE A PUBLIC ANNOUNCEMENT RELATING TO THIS YOUTH VENTURES LOAN, IF APPROVED, AND ALSO HAS THE RIGHT TO AUDIT THE RECORDS OF MY BUSINESS DURING THE GUARANTEE PERIOD.
I UNDERSTAND THAT ANY FALSE INFORMATION GIVEN IN THIS APPLICATION AND ANY ACCOMPANYING MATERIALS MAY RESULT IN REJECTION OF THIS APPLICATION OR IMMEDIATE DEMAND FOR REPAYMENT OF THE LOAN IN FULL TOGETHER WITH ANY INTEREST ACCRUED THEREON.
I AUTHORIZE THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE AND THE ONTARIO DEVELOPMENT CORPORATION TO PROVIDE THE LENDER WITH ALL RELEVANT INFORMATION.

NOTICE

ALL INFORMATION IS COLLECTED UNDER THE AUTHORITY OF ORDER-IN-COUNCIL 701/85 AND 916/85 FOR THE PURPOSE OF ADMINSTRATING THE YOUTH START-UP CAPITAL PROGRAMS. FOR FURTHER INFORMATION CONTACT: MANAGER, YOUTH VENTURES, SUITE 1160, 4 ROBERT SPECK PARKWAY, MISSISSAUGA, ONTARIO L4Z 1S1

IT IS AN OFFENCE TO OBTAIN OR TO ASSIST ANOTHER TO OBTAIN A YOUTH VENTURES LOAN BY FRAUD OR FALSE PRETENCE.

X
APPLICANT'S SIGNATURE

DATE

NOTE: COMPLETE A PERSONAL INFORMATION FORM FOR EACH APPLICANT, CO-APPLICANT AND SHAREHOLDER. IF MORE FORMS ARE REQUIRED, PLEASE MAKE PHOTOCOPIES

CERTIFICATE OF EQUITY

SCHEDULE "C"

Completing Certificate of Equity (Schedule "C").

You must complete the applicable Section "A" of this certificate and submit with the application to the lending institution at the time you apply for the loan.

Section "B" Part 1 and Part 2 will be completed by the lending institution.

If the funds are borrowed from friends, relatives or other non-lending institutions you must include with the application the following documentation:

- 1) Copy of the loan agreement, indicating lender's name, address, telephone number, relationship, terms of repayment, collateral, etc.
- 2) Copy of a sworn affidavit signed by the lender or representative, attesting that the loan will not be repaid before the Youth Ventures Loan has been paid in full.

SECTION A (To be completed by applicant)

I/We _____ certify that the cash equity deposited into my business account in the amount of:

☐ \$ _____ is from my personal savings on deposit at this institution.

☐ \$ _____ has been transferred from my personal savings on deposit with _____, and I/We have attached the necessary documentation as proof that the funds have been on deposit with that lending institution for not less than 3 months.

☐ \$ _____ is from proceeds of a loan, and I/We have attached a copy of the loan agreement indicating lender's name, address, telephone number, terms of repayments, collateral, etc.

(If the funds are borrowed from friends, relatives or other non-lending institutions, you must include with the loan agreement a sworn affidavit by the lender or representative that the loan will not be repaid before the Youth Ventures Loan is paid in full).

The cash deposited is my equity requirement to apply under the Youth Ventures Program and to obtain a loan for the purpose of starting a new business. I/We agree these funds will be applied according to the project specified in the Youth Ventures Application.

X

APPLICANT'S SIGNATURE

DATE

X

CO-APPLICANT'S SIGNATURE

DATE

SECTION B (To be completed by lender)

Part I

We are satisfied that _____ has/have been banking with this institution for more than six months and that a transfer of funds in the amount of _____ has been made from their personal account to be deposited as cash equity towards a Youth Ventures Loan. We also confirm that the amount in question has been in the individual's personal account for at least three months.

Part II

We confirm that _____ is not a customer of this bank. A transfer of funds in the amount of \$ _____ has been received from _____ (name of lending institution if applicable) and has been deposited as cash equity requirement towards the Youth Ventures Loan.

X

LENDER'S SIGNATURE

DATE

ADDRESS

WRITTEN BUSINESS PLAN

As part of your Youth Ventures business proposal you must submit a written business plan, which includes a one year cashflow forecast. The business plan serves as the game plan for operating your business. Additional information pertaining specifically to your business should be included where necessary.

If space provided is insufficient, please attach separate sheets. To qualify for a loan it is essential that you answer all questions and complete the cashflow forecast. Your application will not be processed unless all sections are fully completed.

A basic example of a cashflow forecast (including sales and cost estimations) is available on pages 15 and 16.

MANAGEMENT

Will operating your business be your sole means of employment or income? ☐ Yes ☐ No

If not, outline how you will make time available to devote to the business and indicate all other forms of employment and income.

List the skills you have acquired to assist you in operating your business. Include education as well as relevant work experience. (*Attach a resume.*)

MARKETING AND OPERATING PLAN

Product or Service

Describe in detail your proposed business operation outlining the product(s) or service(s) you plan to provide.

Costs and Prices

What does it cost you to offer your product(s) or service(s) to your customers? Cost may be expressed per unit, hour or job. Provide a breakdown of how you determined your cost including materials, labour, inventory and overhead cost.

What price will you charge customers for your product(s) or service(s)? State prices in terms of quantity or fee per hour. If prices vary, give an example. Provide a breakdown of how you arrived at your prices. Include your costs and markup or profit margins. Take into consideration overhead, labour, rental and other expenses.

Customers

What market research have you conducted to determine how many potential customers are in the areas you plan to operate? The research may include door-to-door, telephone, or mail surveys, and statistical data. Please provide *both* the details of the *research* (e.g. copy of questionnaire or survey, or how many people you have called) and the *results*.

What are the characteristics of your customers? (e.g. What are their age groups? Income levels? Where will you sell your product or service? Why are they your customers?)

Promotion and Advertising

Describe the promotion and advertising campaign that you plan to conduct to inform customers about your business and to generate sales throughout the year. How much do you plan on spending for advertising and promotion during your first year? Provide a breakdown of how much you will spend on each type of advertising (e.g. business cards, flyers, newspaper, radio, etc.) and in which months these expenditures will occur.

Explain how your proposed advertising campaign will reach your specific customer group.

Competition and Suppliers

List your competitors and their locations. How long have they been in business? What are their strengths and weaknesses? What advantages do you have over your competition that will make customers buy from you?

Who are your suppliers and what credit terms, if any, have you established with them?

Sales/Revenues

Explain how you estimated your projected sales listed in your cashflow forecast on page 18. The information presented in your proposal will form the basis for estimating your sales. The sample cashflow forecast on pages 15 and 16 will provide an example of how to estimate sales. Please attach any contracts or proof of sales that you have obtained. Take into consideration market research, units sold per month, jobs completed, etc.

Financial

Itemize major expenditures to show total start-up costs including funds required for day-to-day operation.

What is the source of your contribution? (Refer to and complete Certificate of Equity Schedule "C".)	<input type="checkbox"/> Personal Cash	<input type="checkbox"/> Borrowed	
	Amount	\$	
What is the amount of the Youth Ventures loan you are applying for?	Amount	\$	
Other sources of funding.	Amount	\$	
	Total Funds	\$	

If you paid to have this application prepared, state the name of the company or individual(s):

Fee Paid: _____

Complete the attached projected cash flow and income statement. An explanation is provided for the terms used on the statements.

CASHFLOW FORECAST

Please refer to the explanation of terms on page 17. Study sample on pages 15 and 16.

Name of Business:

CASH RECEIPTS

(Money You Get)

Months (fill in calendar months)	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Estimated Sales													
Youth Ventures Loan													
Personal Cash Investment													
Loans/Other income													
Total Cash Receipts													

CASH DISBURSEMENTS

(Money You Pay Out)

Purchase of Equipment													
Rental Expenses													
Labour Expenses (Employees)													
Personal Drawing													
Materials													
Business Licenses and Fees													
Advertising													
Insurance													
Office Expenses													
Other (specify)													
Loan Repayment													
Monthly Interest Payment													
Total Cash Disbursements													

NET CASH : (Total Cash Receipts minus Total Disbursements)

Monthly Surplus													
Monthly Deficit													
Cumulative (to date)													

CERTIFICATE OF EXPENDITURES

SCHEDULE "A"

Loan Number:

Name of Borrower:

Address of Borrower:

Telephone Number:

Address of Business:

Telephone Number:

I/We certify that the supporting invoices listed in the Schedule of Expenditure (reverse side of this form) have been paid to the supplier and relate to the financing project of the Youth Ventures Application. All the capital expenditures are in my possession and ready for operation.

I/We certify that the information provided is accurate and understand that it is being relied upon by the Youth Ventures Program to validate that the funds have been applied towards the business start-up.

X

APPLICANT'S SIGNATURE

DATE

X

CO-APPLICANT'S SIGNATURE

DATE

SCHEDULE "B"

Note: Submit this form with supporting original invoices within six weeks of the approval and disbursement of the loan. The original invoices will be returned to you after they have been audited and a physical inspection of the expenditures has been undertaken at your place of business.

Ontario Development Corporation
4 Robert Speck Parkway, Suite 1160
Mississauga, Ontario
L4Z 1S1

Attention: Manager

Inspection confirmed:

DATE _____

INSPECTOR

Comments:

YOUTH VENTURES SUMMARY FORM

To be completed by applicant.

The information below can be obtained from your application.

PERSONAL INFORMATION (OF APPLICANT)

COMPLETE FOR EACH APPLICANT, FOR ALL PARTNERS IN A PARTNERSHIP AND FOR ALL SHAREHOLDERS OF A CORPORATION.

NAME:		HOME TELEPHONE NO. ()	SEX (M/F)
HOME ADDRESS:		POSTAL CODE: 	DATE OF BIRTH DAY MONTH YEAR
EDUCATION		SOCIAL INSURANCE NUMBER 	
RESIDENT OF ONTARIO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> CANADIAN CITIZEN <input type="checkbox"/> LANDED IMMIGRANT <input type="checkbox"/> OTHER (PLEASE SPECIFY) _____			
YOUR ANNUAL GROSS INCOME (FROM LAST OR PRESENT EMPLOYER)		YOUR NET WORTH	BUSINESS INVOLVEMENT <input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME

PERSONAL INFORMATION (OF CO-APPLICANT)

COMPLETE FOR EACH APPLICANT, FOR ALL PARTNERS IN A PARTNERSHIP AND FOR ALL SHAREHOLDERS OF A CORPORATION.

NAME:		HOME TELEPHONE NO. ()	SEX (M/F)
HOME ADDRESS:		POSTAL CODE: 	DATE OF BIRTH DAY MONTH YEAR
EDUCATION		SOCIAL INSURANCE NUMBER 	
RESIDENT OF ONTARIO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> CANADIAN CITIZEN <input type="checkbox"/> LANDED IMMIGRANT <input type="checkbox"/> OTHER (PLEASE SPECIFY) _____			
YOUR ANNUAL GROSS INCOME (FROM LAST OR PRESENT EMPLOYER)		YOUR NET WORTH	BUSINESS INVOLVEMENT <input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME

COMPANY INFORMATION

COMPANY NAME:		DATE OF APPLICATION DAY MONTH YEAR 	
ADDRESS:		REGISTRATION DATE OF BUSINESS (CANNOT EXCEED 90 DAYS) DAY MONTH YEAR 	
TELEPHONE		OWNERSHIP <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	
POSTAL CODE		<input type="checkbox"/> WORKER CO-OP	
CLASSIFICATION <input type="checkbox"/> RETAIL <input type="checkbox"/> FOOD <input type="checkbox"/> MANUFACTURING <input type="checkbox"/> SERVICE <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> WHOLESALE DISTRIBUTION <input type="checkbox"/> OTHER (PLEASE SPECIFY) _____			
NO. OF EMPLOYEES	START-UP	BY YEAR 3	AMOUNT OF EQUITY CONTRIBUTION (MUST BE IN CASH ONLY)
FULL-TIME			TOTAL START-UP COST
PART-TIME			LABOUR EXPENSES
		AMOUNT OF OTHER SOURCES OF FUNDING TOWARDS THE PROJECT	
		ESTIMATED SALES, FIRST YEAR OF OPERATION	
		OPERATING PROFIT	

I (WE) CONFIRM THAT THE ABOVE APPLICATION IS TRUE AND CORRECT.

X

APPLICANT'S SIGNATURE

DATE

X

CO-APPLICANT'S SIGNATURE

DATE

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE DEVELOPMENT CORPORATIONS ACT S.O.R. 1980, C. 117, S. 11 AND S. 12 AND WILL BE USED IN THE ADMINISTRATION OF THE YOUTH VENTURES PROGRAM. QUESTIONS ABOUT THIS COLLECTION SHOULD BE DIRECTED TO: MANAGER, YOUTH VENTURES PROGRAM, 4 ROBERT SPECK PARKWAY, SUITE 1160, MISSISSAUGA, ONTARIO L4Z 1S1.

YOUTH VENTURES EVALUATION FORM

To be completed by the lending institution.

1. After your interview with the applicant please complete this Business Evaluation Form. To obtain a Youth Ventures Authorization number call: Metro Toronto Area (905) 279-1142, Outside of Metro Toronto 1-800-387-5616.
2. If the loan has been approved, tear along the perforated lines to remove this Business Evaluation Form and forward to Youth Ventures within 15 days of loan disbursement. Please ensure that the Summary Form on the back of this Business Evaluation Form has been completed by the applicant. Retain the application for your records and only submit it if you are making a claim on a defaulted loan.
3. If the applicant's loan is not approved please submit the application with the Business Evaluation Form for reimbursement of your processing costs.

Please address all correspondence to: **The Ontario Development Corporation**
Youth Ventures Program
4 Robert Speck Parkway, Suite 1160
Mississauga, Ontario L4Z 1S1

APPLICANT(S)	DATE BUSINESS COMMENCES
INTERVIEWER	
BUSINESS NAME	DATE OF INTERVIEW

LENDER'S INFORMATION

LENDER	TRANSIT NUMBER					
ADDRESS	LOAN AMOUNT					
POSTAL CODE	TELEPHONE NO.	FAX NO.	DATE OF CREDIT BUREAU REPORT	YEAR	MONTH	DAY

ASSESSMENT OF APPLICANT(S)

1. HAVE YOU VERIFIED APPLICANT(S)' AGE(S), ONTARIO RESIDENCY AND ELIGIBILITY TO WORK IN CANADA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. CREDIT RATING(S) CHECKED AND FOUND SATISFACTORY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. ARE YOU SATISFIED THAT THE APPLICANT(S) HAVE NO OTHER BUSINESS OR PERSONAL DEBT WHICH COULD AFFECT REPAYMENT OF THE YOUTH VENTURES LOAN.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. DO YOU JUDGE THE APPLICANT(S) TO HAVE THE PERSONAL COMMITMENT, MANAGEMENT AND TECHNICAL SKILL NECESSARY TO CARRY OUT THE BUSINESS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. HAVE THE APPLICANT(S) COMPLETED THE YOUTH VENTURES APPLICATION AND SUMMARY FORM PERSONALLY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. ARE YOU SATISFIED THAT THE EQUITY INJECTED IS BONA FIDE AND THE CERTIFICATE OF EQUITY IS COMPLETED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. HAS THE APPLICANT PROVIDED A CERTIFICATE OF ATTENDANCE FROM THE "RUNNING START" SEMINAR PROGRAM?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. FOR A WORKER CO-OP, HAS APPLICANT SUBMITTED A LETTER OF GOOD STANDING FROM THE WORKER CO-OP FEDERATION OF ONTARIO?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

ASSESSMENT OF BUSINESS

1. HAS THE BUSINESS BEEN REGISTERED FOR LESS THAN THREE MONTHS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. DOES THE PROPOSAL MAKE ECONOMIC SENSE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. IS THE AMOUNT OF THE LOAN REQUESTED REASONABLE AND JUSTIFIED BASED UPON THE BUSINESS PLAN?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. ARE THE ESTIMATED SALES/REVENUES REALISTIC GIVEN LOCAL MARKET CONDITIONS? COMMENT: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. ARE YOU SATISFIED THAT THE APPLICANTS OR MEMBERS OF THEIR FAMILIES DO NOT OWN AN INTEREST IN A SIMILAR BUSINESS OF WHICH THE YOUTH VENTURES MIGHT BE CONSIDERED TO BE A NATURAL EXTENSION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. DOES THE CASH FLOW FORECAST INDICATE THE ABILITY TO MEET THE BUSINESS' MONTHLY OBLIGATIONS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

IS APPLICATION APPROVED?

LOAN APPROVED IN THE AMOUNT OF \$

DATE OF LOAN AGREEMENT	YEAR	MONTH	DAY	DATE OF PROMISSORY NOTE	YEAR	MONTH	DAY
YOUTH VENTURES AUTHORIZATION NUMBER				SIGNATURE OF INTERVIEWER			
DATE OF LOAN DISBURSEMENT	YEAR	MONTH	DAY				
CASH EQUITY \$	DEPOSITED TO A BUSINESS ACCOUNT IN THE NAME OF THE NEW BUSINESS			YEAR	MONTH	DAY	

**ASK US.
CALL THE
YOUTH HOTLINE
1-800-387-0777**

Cette brochure est aussi disponible en français.

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